

1. Airplane.
2. Automobile.
3. Boat.
4. Electrical vehicle.
5. Motor truck.
6. Motorcycle.
7. Tractor.
8. Trailer, wagon.

**393 Stores Equipment.**

Each principal item of equipment such as:

1. Crane, hoist, or chainfall.
2. Counter, shelving, bins or racks, each location.
3. Portable elevating and stacking equipment.
4. Truck.

**394 Tool, Shop and Garage Equipment.**

Each principal item of equipment:

1. Garage and repair equipment, such as, gasoline or oil pump, battery charging set, car lift, power-driven greasing machine.
2. Shop equipment and tools, such as, drill press, welding machine, forge, furnace, lathe, planer, shaper.
3. Tools and work equipment, such as, pneumatic tool, welding set, power saw, transit, level, concrete mixer.

**395 Laboratory Equipment.**

Each principal item of equipment such as:

1. Analysis apparatus.
2. Analytical balance.
3. Automatic electronic prover.
4. Binocular electronic reader.
5. Calorimeter.
6. Centrifuge.
7. Drying oven.
8. Hydro-pneumatic meter tester.
9. Indicating transmitter.
10. Metameter test set.
11. Meter prover.
12. Odormeter.
13. Recording flow meter.
14. Recording orifice.
15. Test meter.
16. Vaportester.

**396 Power Operated Equipment.**

Each principal item of equipment such as:

1. Air compressor, including driving unit and vehicle.
2. Back filling machine.

3. Boring machine.
4. Bulldozer.
5. Crane or hoist.
6. Digger.
7. Pile driver.
8. Pipe cleaning machine.
9. Pipe coating or wrapping machine.
10. Tractor.
11. Trencher.

**397 Communication Equipment**

Each principal item of equipment such as:

1. Antenna and supporting structure.
2. Carrier current coupling capacitor.
3. Carrier current transmitting and receiving set.
4. Intercommunicating telephone apparatus.
5. Microwave apparatus.
6. Receiver, stationary or mobile.
7. Storage battery set or motor generator set.
8. Teletype apparatus.
9. Transmitter, stationary or mobile.
10. Wire, cable, supports and duct lines.

(For applicable retirement units of property see Account 307, Group D.)

**398 Miscellaneous Equipment.**

Each principal item of equipment if includible in this account.

**399 Other Tangible Equipment.**

Units to be assigned as items of property are included herein.

## PART 225—PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

Sec.

225.1 Promulgation.

225.2 General instructions.

225.3 Schedule of records and periods of retention.

AUTHORITY: Department of Energy Organization Act, 42 U.S.C. 7101-7352 (1982); E.O. 12009, 3 CFR 142 (1978); Natural Gas Act, 15 U.S.C. 717-717w (1982); Natural Gas Policy Act, 15 U.S.C. 3301-3432 (1982); Federal Power Act, 16 U.S.C. 792-828c (1982).

**§ 225.1 Promulgation.**

(a) This part is prescribed and promulgated as the regulations governing the preservation of records by natural

gas companies subject to the jurisdiction of the Commission, to the extent and in the manner set forth therein;

(b) This part shall, as to all natural gas companies now subject to the jurisdiction of the Commission, become effective as herein revised on January 1, 1972. As to any natural gas company which may hereafter become subject to the jurisdiction of the Commission, this part shall become effective as of the date when such natural gas company becomes subject to the jurisdiction of the Commission.

[Order 450, 37 FR 6304, Mar. 28, 1972]

#### § 225.2 General instructions.

(a) *Scope of this part.* (1) The regulations in this part apply to all books of account and other records prepared by or on behalf of the natural gas company. See subsection 64 of the schedule for those records which come into possession of the natural gas company in connection with the acquisition of property, such as purchase, consolidation, merger, etc.

(2) The regulations in this part shall not be construed as excusing compliance with any other lawful requirement for the preservation of records for periods longer than those prescribed herein.

(3) Unless otherwise specified in the schedule (§225.3), duplicate copies of records may be destroyed at any time: *Provided, however,* That such duplicate copies contain no significant information not shown on the originals.

(4) Records other than those listed in the schedule may be destroyed at the option of the natural gas company: *Provided, however,* That records which are used in lieu of those listed shall be preserved for the periods prescribed for the records used for substantially similar purposes. And, *provided further,* That retention of records pertaining to added services, functions, plant, etc., the establishment of which cannot be presently foreseen, shall conform to the principles embodied herein.

(5) Notwithstanding the provisions of the Records Retention Schedule, the Commission may, upon the request of the company, authorize a shorter period of retention for any record listed therein upon a showing by the company that preservation of such record

for a longer period is not necessary or appropriate in the public interest or for the protection of investors or consumers.

(b) *Designation of supervisory official.* Each natural gas company subject to the regulations in this part shall designate one or more persons with official responsibility to supervise the natural gas company's program for preservation and the authorized destruction of its records.

(c) *Protection and storage of records.* The natural gas company shall provide reasonable protection for records subject to the regulations in this part from damage by fires, floods, and other hazards and, in the selection of storage spaces, safeguard the records from unnecessary exposure to deterioration from excessive humidity, dryness, or lack of proper ventilation.

(d) *Definition of record media.* (1) For the purpose of these regulations, the data constituting the records listed in the schedule may be retained in any of the media forms in Figure 1 below, provided that the media selected has a standard life expectancy equal to or in excess of the specified retention period. However, records supporting plant cost shall be retained in their original form unless microfilmed. (See general instruction (j), for periods of retention.) In no instance, except in emergencies, will media regeneration to achieve the full length of period retention be allowed without Commission approval of the request of the company. In emergency cases management shall take action as prudence calls for and notify the Commission immediately thereafter

(2) If the media form of the record retained is other than a readable paper copy, then reader and/or printer equipment and related printout programs, if required, shall be provided by the utility for data reference.

(3) The media form initially selected for the record becomes the "original" for that particular record. If subsequent conditions (e.g., improved media life expectancy, increased company resources, environmental factors) require and the remaining retention period permits a change in the media forms the company may convert to another media and dispose of its old equipment,